**Building a 21st Century, Comprehensive K-12 Counseling Model for MCPS**

**MEETING MINUTES**

**Date:** January 10, 2011

**Location:** 6th Street, Room 14

**In attendance:** Karen Allen, Katie Boynton (Hellgate), Sheri Erhardt (Sentinel), Bonnie Ferguson (Willard), Heather Davis Schmidt, Christine Kolczak (Hellgate), Dana Olenick (Washington), Angela Opitz (Rattlesnake), Mike Perry (Hawthorne), Aaron Shattuck (Sentinel), Michelle Stearns (Porter) , Marolane Stevenson (Big Sky), Darrell Stolle (UM), Erica Zins (Russell/L&C).

1. Introductions and welcomed new member of the team, Darrell Stolle, UM Professor
2. Watched Simon Sinek video on “why” (<http://www.ted.com/talks/simon_sinek_how_great_leaders_inspire_action.html>)
3. Reviewed agenda (attached), including long and short-term targets
4. Developed group norms. Please review, group will review again at next meeting and as needed
5. Participated in a jig-saw activity discussing readings (attached) from ASCA Journal on the four stages of the process for creating a 21st Century, comprehensive, K-12 counseling model:
   1. A Solid Foundation (foundation)
   2. Ready for Liftoff (management)
   3. Delivering the Goods (delivery)
   4. Taking Your Measure (accountability)
6. Each small group shared 5-6 “big ideas” from their reading with the whole group:
   1. Foundation:
      1. Need to create a mission statement that includes a vivid picture of beliefs, philosophy, and expectations
      2. It’s not a cookie cutter approach rather it is flexible at a district and individual school level. (It is a framework to guide us.)
      3. Comprehensive, coordinated with administration, teachers, school-wide; consistent with and integrated into the broader system.
      4. It has to be about kids and our vision for kids. Not why I’m a school counselor, but what are behaviors, skills, and knowledge I believe all kids should have/what they deserve.
      5. Tool for communication; increases understanding of a counselor’s role.
   2. Management:
      1. Management agreement – discussion of counselor role and allocation of resources defined and agreed upon with administration. Support and advisory council (serves as public relations) agreed and provided.
      2. Use of data: necessary to define role, develop a “comprehensive” program, allocation of time. Ideas:
         1. ask each counselor in district to tally time for one or two days, compare with data collected at October meeting and ASCA model.
         2. invite UM MBA student to sit with some counselors for a few days and tally time spent on tasks.
      3. Action plan: slow, requires tweaking, focus on use of time, use of calendars
      4. Best use of time WILL be a paradigm shift
      5. Best use of time as spelled out in management agreement involves counselors only engaging in counseling – related activities trainer to perform
   3. Delivery:
      1. System support:
         1. Professional development
         2. Knowledgeable & supportive administrator
      2. Common language
      3. Individual student planning:
         1. Small groups
         2. Tiers
      4. Guidance curriculum:
         1. Pro-active, preventative
         2. Reaches every student
      5. Responsive services:
         1. Time management
         2. Prevention/pieces already in place
   4. Accountability:
      1. Accountability = leverage
      2. Accountability = proof (external)
      3. Accountability = professional efficacy (internal)
      4. Accountability = fear
      5. Accountability = formative process
      6. Accountability = strengthened community/family ties
7. Recapped what we covered in today’s meeting:
   1. Viewed “why” video
   2. Met short-term learning targets:
      1. Developed group norms
      2. Developed a shared understanding of the 4 components of a 21st century comprehensive counseling model
   3. Did not meet short-term learning target:
      1. Align beliefs and philosophy, mission statement and counseling standards (student academic, career and social/personal development) with MCPS Mission, Vision, Beliefs and Goals
8. Next steps:
   1. Sheri, Mike, Dana, Heather, & Karen will make plans for January 20th (district early out) ALL Counselor Gathering (room 21, 6th street, reserved, 2:45-3:45pm) to:
      1. share update on progress with all counselors
      2. discuss holding off union work on new counselor evaluation tool until new counseling model is designed
   2. Christine and Erica will work on program audit: aligning spreadsheet and original data from October ALL Counselor Gathering within the 3 domains: academic, career, personal social AND within the delivery areas: individual student planning, guidance curriculum, responsive services, systems support
   3. Information requested from curriculum office to counselor steering committee:
      1. “why” video link (see above)
      2. Spreadsheet from October All Counselor Gathering (attached)
      3. Counselor job descriptions (attached)
   4. Homework in preparation for next meeting (Wednesday, February 9, 8a-3p, 6th St, Room 14):
      1. Read:
         1. 2007, K-5 Counseling Mission, Belief, and Philosophy Statements
         2. 1998, HS Counseling Philosophy, Vision, and Goals Statements
         3. 2007, MCPS District Strategic Plan Overview, Mission, Guiding Principles, Strategies, and Vision
      2. Complete:
         1. Use pages 27-31 of the ASCA National Framework (handout)
         2. To complete pages 11-13 of the ASCA National Model Workbook (handout)
      3. Reviewed:
         1. Important dates of next meetings